

UOW Harvard

Underlined size 20 denotes a greater section

Underlined size 14 denotes a segment within the greater section

Bold Size 14 Denotes a Subheading

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Introduction to UOW Harvard

This guide to the UOW Harvard edition is an updated edition of the previous UOW Harvard referencing guide. It has been greatly expanded to include more content and examples for ease of use. Remember that there are different Harvard styles and UOW Harvard formatting may **not** agree with the Harvard formatting included in programs such as MS Word or Endnote.

Please check the Subject Outline, assessment guides or with your subject lecturers regarding the appropriateness of the various types of sources that can be used in your assignments.

The Harvard referencing style is an author-date citation style with two main features:

- In-text citations, you refer to another author's work. You must cite your source by providing the last name(s) of the author(s) and the year of publication.
- The reference list which appears at the end of your assignment. This list includes full details of each source you have cited in-text, listing them in alphabetical order by the author's last name.

How to use this guide

This guide provides specific examples of how to correctly cite and reference a wide range of sources you may encounter in your studies. You should familiarise yourself with this guide as it will help you master this style of referencing.

The information required for an in-text citation or reference list entry can differ depending on the type of source you are using. To help you with this, specific examples are organised throughout this guide according to source type, such as books, journals, and websites. Consult these sections when you need guidance on how to cite and reference a particular type of source.

Remember: learning is a process, and referencing is no different. If you require ongoing support with referencing, make sure to reach out to your subject lecturer or tutor.

Help for referencing can also be sought via materials on the Learning Co-op or through one on one consultations.

One on one consultations: <https://www.uow.edu.au/student/learning-co-op/consultations/>

Learning Co-op materials: <https://www.uow.edu.au/student/learning-co-op/referencing-and-citing/>

In-text Citation Information

Paraphrases and quotations

Every sentence in which you use evidence, information or an example from another source requires an in-text reference (both academic and non-academic sources require a reference,

as do both paraphrases and “direct quotes”). Your citation should be for the article/book that **you are actually reading** (not for the sources quoted in your supporting text).

As well as giving appropriate acknowledgement to original sources, in-text citations work to differentiate between your supporting evidence (which will include an in-text reference) and your own critical thoughts, ideas and engagement with both the evidence and the topic.

In many subjects paraphrasing is the preferred method of using someone else’s work or ideas. This is because clearly explaining an idea in your own words, demonstrates that you *understand* the original source. Paraphrasing is **not** simply changing the order of words or using a thesaurus, as this does not demonstrate understanding. Think about what the original passage is saying and how you might explain this to someone *in your own words*.

A direct quote is where you use the exact words from another person’s work and cite it. Direct quotes are used when the wording of the original is important for the point that you are making. This may be preferred in subjects where exact wording and form is important, such as in literary studies, law or in other areas of study that involve close textual analysis.

For expectations regarding the use of direct quotes, check with your tutor or subject co-ordinator.

Paraphrases

An in-text citation for a paraphrase will require the author and the date. Generally, when paraphrasing you do not need to include page numbers in an in-text citation unless you have been asked to do so. However, including page numbers can help the reader to find the information more easily in a longer text, such as a thesis.

Quotations

An in-text citation for a direct quote will require the author and the date and page number(s).

Shorter direct quotes must be enclosed in double quotation marks with the in-text citation within the sentence itself. For example:

“This procedure is fuelled by the radical but simple idea that two people standing side by side, looking at identical objects, see different things” (Harper 2002, p. 22).

Quotes of 30 words or longer should be in the form of a block quote, without quotation marks, with a 1cm indent from the left margin. For example:

the photographs become something like a Rorschach ink blot in which people of different cultures spin their respective worlds of meaning. This procedure is fuelled by the radical but simple idea that two people standing side by side, looking at identical objects, see different things. (Harper 2002, p. 22)

When listing a range of page numbers, you should list the first page number and the last page number separated by an en-dash/rule (approx. the length of two hyphens). For example: “pp. 76–93”.

In-text citations can take one of two forms

Information-prominent citation

An information-prominent citation is when the focus is on the information from your source.

Template: (Author year, p. x) or (Author year, pp. x–x)

You give prominence to the information by placing the entire citation in brackets.

For one author, cite the author and the year, and the page number if required.

(Zepke 2017, p. 55)

For two or three authors, cite all authors and the year, and the page number if required.

(Fredricks & McCloskey 2012, p. 779)

(Howard, Ehrich & Walton 2014)

For more than three authors, use the first author's name followed by et al. and the year, and the page number if required.

(Carpenter et al. 2015, p. 290)

For more information that is across more than one page, cite the author and the year, and the page numbers if required.

(Zepke 2017, pp. 55–56)

Referencing with et al.

“et al.” is short for the Latin term “et alia”, meaning “and others”. It is used in academic citations when referring to a source with multiple authors (in UOW Harvard it used when there are more than three authors).

The “al” in “et al.” is always followed by a full stop. This is because the term is an abbreviation of the Latin phrase, and the full stop indicates that it is an abbreviation.

“et al.” may be directly followed by other punctuation where necessary, such as a comma, but the full stop is always used before other punctuation symbols.

Different citation styles, including other forms of Harvard, have different rules for when to use “et al.”

Author-prominent citation

An author-prominent citation is where the focus is on the author(s) of your source.

Template: Author (year, p. x) or Author (year, pp. x–xx)

You give prominence to the author by using their name as an element of your sentence by incorporating it into the sentence structure. After the name, the date is provided in brackets.

For one author, list the year (and page number if required) in an author-prominent citation:

Zepke (2017, p. 55)

For two or three authors, list all authors within the sentence, and then list the year (and page number if required) within the citation.

Fredricks and McCloskey (2012, p. 764)

Howard, Ehrich and Walton (2014)

When there are more than three authors, cite the first author followed by “et al.”

Carpenter et al. (2015, p. 290)

Multiple sources

If you are citing multiple sources in the same reference, you should list them in alphabetical order, to reflect the order within the reference list, separated by a semi-colon.

Example:

(Adam et al. 2018; Carpenter et al. 2015; Zepke 2017)

If you want to give emphasis to some authors over other authors, separate the sources so that the emphasised source(s) appear first and the remainder follow the words ‘see also’.

Example:

(Giddens 1991; see also Archer 2003, 2007)

Multiple works by the same author published in different years

If you are citing multiple works by the same author published in different years at the same point in your text, you should list the author’s last name followed by the relevant years of publication.

Example:

(Archer 2003, 2007, 2012)

Multiple works by the same author published in the same year

For multiple works by the same author published in the same year, use letters in the in-text citations and in the reference list entries to indicate the different sources.

Example:

(Hammond 2020a)

(Hammond 2020b)

(Hammond 2020c)

Multiple works by the same author published in the same year

When citing information from multiple pages within the same source, you should cite *consecutive* pages (i.e., two or more pages in a row) with pp. followed by the page number range.

Example:

Zepke (2017, pp. 55–56)

For information from *non-consecutive* pages list each page number separated by a comma.

Example:

Zepke (2017, pp. 14, 55, 102)

NB: a quote over consecutive pages will require a page range, however, this is rarely likely for a paraphrase.

Unknown or anonymous authors

Authors are sometimes not identified or they are given as ‘Anonymous’.

- When the author is given as ‘Anonymous’, Anonymous takes the place of the author’s name in the in-text citation and in the reference list.

Example:

(Anonymous 2020)

- When the author is not identified at all, include the title and the year of publication in the in-text citation. Bear in mind that the author may not be an individual but an organisation of some form (see below).
- If the title is long, shorten it for the in-text citation. If the title is italicised in the reference list, italicise it in the in-text citation.

Example:

The book titled “Empireland: How imperialism has shaped modern Britain” could be shortened to simply ‘Empireland’.

(*Empireland* 2021)

If the title is not italicised in the reference list, use quotation marks in the in-text citation.

Example:

(“Interpersonal Skills” 2020)

A company, organisation or government body as author

Government bodies (such as the Australian Bureau of Statistics or the Department of Education and Training) are often the official ‘author’ of the works they publish. Similarly, companies and organisations are usually the authors of their own web pages.

Provide the company’s name in full for the first mention and provide an acronym immediately following this in parentheses (see examples below for usage). This formally establishes the acronym in your piece of work. All subsequent mentions *must* use the acronym.

For example, the first mention:

“The American Psychological Association (APA) (2012) noted that funding for mental health services had declined in previous decades”.

“The consumer price index is collated by using around a million pricing structures (Australian Bureau of Statistics (ABS) 2018)”.

For example, subsequent mentions:

“As noted by the APA (2012), the yearly funding provided for psychiatric services has been steadily declining”.

“New weights were used to maximise transaction data (ABS 2018).”

- The reference list entry requires the organisation’s or company’s name in full, unless the acronym is generally known or used as the organisation’s or company’s name, such as the CSIRO or QANTAS. If unsure, the safest option is to provide the organisation name in full.

Legal cases or court decisions

(Name v. Name year)

OR

Name v. Name (year)

- The title or names are italicised in the in-text citation, but not in the reference list.

Audio-visual media

Audio-visual media often does not have an identifiable author in the same way that written sources do. In these cases, the person you should list as the author often has a different title. To identify which figure you should cite as the author, consult the list below.

Media Type

Film – list the *Director* as the author.

TV series – list the *Executive Producer(s)* as the author(s).

TV series episode – list the *Writer and Director* of the episode as the authors.

Podcast – list the *Host or Executive Producer* as the author.

Podcast episode – list the *Host* of episode as the author.

Webinar – list the *Instructor* as the author.

Classical music album or song – list the *Composer* as the author.

Modern music album or song – list the *Recording artist* as the author.

Artwork – list the *Artist* as the author.

Online streaming video – list the *Person or Group* who uploaded the video.

Photograph – list the *Photographer* as the author.

Reference list information

Formatting guidelines

- Begin the reference list on a new page.
- Use the heading 'References' in bold at the top of the page and make sure it is centred.
- Order the references alphabetically.
- Double space the reference list, within and between reference list entries. This can be done with the line spacing setting in any word processing software.
- Use a hanging indent for each entry. You can see a guide on formatting a hanging indent here: <https://columbiacollege-ca.libguides.com/microsoft-word/indentation>.

DOIs and URLs

A DOI, or Digital Object Identifier, is a string of numbers, letters and symbols used to permanently identify an electronic source or book and link to it on the web. The DOI helps readers locate a document even if the physical location of the document changes. The DOI will never change.

The DOI is typically displayed prominently in the bibliographic information for a publication. Check the first page or first several pages of the document, near the copyright notice. The DOI can also be found on the database landing page for the source.

If you still can't find the DOI, you can look it up on the website [CrossRef.org](https://www.crossref.org) (use the "Search Metadata" option).

It's important to note that not all electronic materials will have a DOI. The DOI system is a fairly recent concept, so books and articles published prior to 2000 are less likely to have DOIs.

You may find DOIs formatted in various ways:

doi:10.1080/02626667.2018.1560449

<https://doi.org/10.1111/hex.12487>

<https://dx.doi.org/10.1080/02626667.2018.1560449>

<https://doi.org/10.1016/j.jpsychires.2017.11.014>

Use either DOI's or URLs in an entry in the reference list. You do not need to include both the DOI and a URL.

Often URLs can be very long and unwieldy, making referencing trickier. In these cases, you can use an online tool to shorten URLs, such as <https://bitly.com/>. In UOW Harvard referencing, URLs in a reference list should be enclosed in angled brackets, that is [<https://bitly.com/>](https://bitly.com/).

Order of entries

- Order entries alphabetically by the first listed author's last name.
- Single author entries by the same author appear in order of publication date (earlier before later).
- Works without a date (n.d.) precede those with a date.
- 'Nothing' precedes 'something' – that is, for example, 'Smith' precedes 'Smithson'.
- Entries that are in the process of being published (in press) are listed with the year of online publication.
- Authors with the same last name and first names appear in birth order, with the older appearing first and indicated with Sr. and the younger appearing next and indicated by Jr.

For example:

Dearlove, J n.d., 'Title of the article', *Journal*, vol. xx, no. X, Page number, [<http://doi.xxx>](http://doi.xxx).

Dearlove, J 2015, 'Title of the article', *Journal*, vol. xx, no. X, Page number, [<http://doi.xxx>](http://doi.xxx).

Dearlove, J 2019, 'Title of the article', *Journal*, vol. xx, no. X, Page number, [<http://doi.xxx>](http://doi.xxx).

Single author entries appear before multiple author entries.

For example:

A work by 'Smith' would be listed before a publication by 'Smith & Brown'.

If a work has no identified author, use the work's title in the author position (see example provided under the section Books, No author).

Use 'Anonymous' in author position only if indicated on the work.

Secondary sources

- This template is used when the work of one author is cited in another author's work.
- A secondary source is where the ideas or work from one author – the **primary** source - are then published in another author's work – the **secondary** source. Effectively, this is when a source you are reading cites or quotes someone else, and you want to use that information yourself.
- It is generally considered best practice to track down the original source yourself – if you can do this, you should cite that source according to its format – as a journal, as a book, and so on. However, this can be impossible, especially if the original source is out of print. In that case you should cite it as a secondary source.
- Secondary sources should be cited when it is relevant to cite the original work (e.g., context). If the original work is irrelevant, source the secondary source and reference as a non-secondary source.
 - For example, a secondary source use would be appropriate for:
 - analysing an author's thoughts on another work
 - demonstrate the credibility of the original author's work

In-text citation

- In the in-text citation, include the names of both the original author and the author of the secondary source text where the idea or quote was found.

Paraphrase

Template

(Author cited by first author, cited in Author of cited work's last name
Year published)

Or

In year published Author cited by first author cited in Author of cited
work's last name Year published

Examples

The age of the Romantics featured produced many significant works
of art (Klein, cited in Cameron 2008).

Direct quote

Template

(Author cited by first author, cited in Author of cited work's last name
Year published, p. Page number)

Or

In year published Author cited by first author cited in Author of cited work's last name Year published, p. Page number

Examples

As the cultural critic Norman Klein stated in 1997, "the Romantics gloried in the ruins of memory" (cited in Cameron 2008, p. 5).

Reference list

- In the Reference List you only need to record the book that you cited (see resources on books or journals for single, 2-3 or multiple authors for template)

Example

Cameron, A 2008, *Modular Narratives in Contemporary Cinema*, Palgrave Macmillan, Basingstoke, New York.

Urry, L, Cain, M, Wasserman, S, Minorsky, P & Reece, J 2017, *Campbell Biology*, 11th edn, Pearson, Australia.

Journals

One author

In-text citation

Paraphrase

Template

(Author's last name Year of publication)

- Generally, when paraphrasing, you don't need to include page numbers in an in-text citation unless you have been asked to do so. However, including page numbers can help the reader to find the information more easily.

Example

Remittances were maintained at a high level regarding Polynesian nurses (Lee 2007).

or

Lee (2007) states that remittances were maintained at a high level regarding Polynesian nurses.

Direct quote

Template

(Author's last name Year of publication, p. number)

- Include the quote within the paragraph and include the specific page number/s to indicate where the words you have quoted appear in the source.
- Use double quotation marks to show the exact words of the original source.
- If you are citing a page range, don't repeat page numbers if they are within a close range, e.g., pages 41-49, should be written as pp. 41-9, or pages 322-328 should be written as pp. 322-8.

Example

It was also observed that "people maintained networks of contact between some of the islands" (Lee 2007, p. 7).

or

Lee observed that "people maintained networks of contact between some of the islands" (2007, p. 7).

Reference list

Template

Author's last name, Author's initials Year of publication, 'Article title', *Journal name*, vol. (volume number), no. (issue number), p./pp. (page number/range).

- Author's initials include the first letter of the author's first name, and, if provided, the first letter of their middle name (e.g., Michael Smith = Smith, M or Michael John Smith = Smith, MJ).
- The title of the article is inside single quote marks.
- Capitalise all first letters of the main words in the Journal name (i.e., not 'and' 'of', 'in' etc.) and place the *journal name* in italics.
- Volume number ('vol. '), which refers to the years the journal has been in publication, can be found on the first page on an online article or on the cover of the journal.
- If a journal has been published more than once in a particular year, it will also have an issue number (indicated by 'no. ') which usually appears after the volume number.

- p./pp. refers to the specific page numbers of the journal at which the article is located.

Examples

Lee, H 2007, 'Transforming transnationalism: second generation Tongans overseas', *Asian and Pacific Migration Journal*, vol. 16, no. 2, pp. 157-178.

Harvey, L 2015, 'Defending native birds from introduced wrens', *Journal of Australian Aviaries*, vol. 2, no. 5, p. 178.

Two or three authors

- For both in-text citations and reference list entries, write the names of the authors in the order they appear on the title page of the article.
- When the authors names are part of your sentence, use 'and' instead of '&'.

In-text citation

Paraphrase

Template

(1st Author's last name & 2nd Author's last name Year of publication)

or

(1st Author's last name, 2nd Author's last name & 3rd Author's last name Year of publication)

- Unlike the reference list, which requires author/s initials, in-text citations use author/s last names only and do not include any initials.
- Place the authors' names in the order they appear in the article.
- Ampersands ('&') are used when the authors' names in an in-text citation are within brackets. However, if the authors' names are part of the sentence, use the word 'and', as shown in the examples below.

Example

The group of 100 joined the ASX and other associations (Carlin & Ford 2006, p. 79).

According to Bouris, Giles and Rosenthal (1981), greater attention has been given recently in the field of social psychology to studying the relations between different groups.

Direct quote

Templates

(1st Author's last name & 2nd Author's last name Year of publication, p. number)

or

(1st Author's last name, 2nd Author's last name & 3rd Author's last name Year of publication, p. number)

Examples

Carlin and Ford (2006, p. 79) claim that "paying executives in the form of options" is becoming more widespread.

The researchers also claim that "speech communities can be classified as possessing low, medium or high vitality" (Bouris, Giles & Rosenthal 1981, p. 146).

Reference list

Template

1st Author's last name, 1st Author's initials & 2nd Author's last name, 2nd Author's initials Year of publication, 'Article title', *Journal name*, vol. Volume number, no. Issue number, p./pp. Page number/range.

1st Author's last name, 1st Author's initials, 2nd Author's last name, 2nd Author's initials & 3rd Author's last name, 3rd Author's initials Year of publication, 'Article title', *Journal name*, vol. Volume number, no. Issue number, p./pp. Page number/range.

Examples

Hybeld, RC & Reinheart, P 2015, 'The reduction of Wood Duck population in far North Canada', *Canadian Wildlife*, vol. 3, no. 41, pp. 34-46.

Carlin, TY & Ford, G 2006, 'A governance perspective on executive options plans - some Australian empirical evidence', *Australian Accounting Review*, vol. 16, no. 1, pp. 75-84.

Kennamer, RA, Alsum, SK & Colwell, SV 1997, 'Composition of Wood Duck eggs in relation to egg size, laying sequence, and skipped days of laying', *The Auk*, vol. 114, no. 3, pp. 479-487.

Filbert, P, Zucker, LP & Horatio, H 2019, 'Benefits of free-range farming', *Australian Agriculture*, vol. 4, no. 8, pp. 27-32.

More than three authors

In-text citation

Paraphrase

Template

(1st Author's last name et al. Year of publication)

- Give the name of the first author followed by et al. (meaning 'and others').

Examples

A candidate's site "stickiness" is not determined by popularity (Wattal et al. 2010).

or

According to Wattal et al. (2010), the "stickiness" of a candidate's site is not determined by popularity.

Direct quote

Template

(1st Author's last name et al. Year of publication, p. number)

Examples

Wattal et al. conclude that, "[p]olitics in the United States has come a long way" (2010, p. 670).

or

"We believe information systems can provide insight" (Wattal et al. 2010, p. 670).

Reference list

Template

1st Author's last name, 1st Author's initials, Nth Author's last name, Nth Author's initials & Final Author's last name, Final Author's initials
Year of publication, 'Article title', *Journal name*, vol. (volume number), no. (issue number), p./pp. (page number/range).

- List all authors. Do not use 'et al.' in the reference list entry.
- Author names should be in the order in which they appear on the article (indicated in the template by 'Nth').
- Author's initials include the first letter of the author's first name, and, if provided, the first letter of their middle name (e.g., Michael Smith = Smith, M or Michael John Smith = Smith, MJ).
- Capitalise all first letters of the main words in the journal name (i.e., not 'and' 'of', 'in' etc.) and place the *journal name in italics*.
- Volume number ('vol. '), which refers to the years the journal has been in publication, can be found on the first page on an online article or on the cover of the journal.
- If a journal has been published more than once in a particular year, it will also have an issue number (indicated by 'no. ') which usually appears after the volume number.
- p./pp. refers to the specific page numbers of the journal at which the article is located.

Examples

Wattal, S, Schuff, D, Mandviwalla, M & Williams, CB 2010, 'Web 2.0 and politics: the 2008 U.S. presidential election and an e-politics research agenda', *MIS Quarterly*, vol. 34, no. 4, pp. 669-688.

Hilford, S, Rogers, PR, Plyon, KI & Juliard, CH 2008, 'Pliability of varying ranges of commercially available plywood', *Woodworkers Australia*, vol. 12, no. 8, p. 54.

No volume or issue number

In-text citation

- In-text citation formats are the same as earlier entries in this guide for journals with single to multiple authors.
- Where there are no volume or issue numbers you do not have to add them into the reference list entry.

Reference list

Template

Author's last name, Author's initials Year of publication, 'Article title', *Journal name*, p./pp. Page number/range.

Example

Mcgraw, F 1993, 'Exo-skeleton mechanics for improved lower body manoeuvrability', *English Mechanical Engineering*, pp. 34-67.

Wychick, J & Thompson, L 2005, 'Fallen for a scam lately?' *Australia Today*, 24 November, pp. 54-60.

No author

In-text citation

- Put the 'title of the article' in single quote marks followed by the year published (and if using a quote, include the specific page number the quoted words appear on).

Paraphrase

Template

(Article title Year published)

- Use the 'title of the article' (in place of the author's name) in the in-text citation.

Example

In the article 'Restructuring USAID: time to match rhetoric with deeds' (2010), the author laments the lack of consistency in regard to fulfilled promises in governmental organisations.

Direct quote

Template

(Article title Year published, p. Page number)

Example

"During his campaign Obama made a number of significant commitments" ('Restructuring USAID: time to match rhetoric with deeds' 2010, p. 45).

Reference list

- List the article alphabetically, but by its title rather than by author name, in the reference list.

Template

'Article title', Year of publication, *Journal name*, vol. (volume number), no. (issue number), p./pp. (page number/range).

Examples

'Revisiting gender roles in eighteenth century classics', 2005, *English Literature*, vol. 165, no. 4, p. 32.

'Restructuring USAID: time to match rhetoric with deeds', 2010, *The Lancet*, vol. 376, no. 9747, p. 1118.

Journal articles (online without page numbers)

In-text citation

Template

(Author's last name Year of publication)

Example

Findings suggest that "[i]ntercultural communication skills are essential in ELT" (Xiao & Petraki 2007).

Xiao and Petraki (2007) note that the teaching of intercultural communication skills to learners of English is critical.

Reference list

- Put the journal details that are available after the title. Volume and issue numbers may not always be available.
- Enclose the URL within the 'greater than' and 'less than' symbols < >
- A DOI, or Digital Object Identifier, is a string of numbers, letters and symbols that uniquely identify an article or document and provide it with a permanent web address or URL.

Template

Author's last name, Author's initials Year of publication, 'Article title', *Journal name*, vol. (volume number), no. (issue number), p./pp. (page number/range), viewed date (day month year), <URL> or DOI.

Examples

Xiao, H & Petraki E 2007, 'An Investigation of Chinese students' difficulties in intercultural communication and its role in ELT', *Journal of Intercultural Communication*, no. 13, viewed 27 November 2010, <<http://www.immi.se/jicc/index.php/jicc/article/view/90/59>>.

Preprints/Online with DOI

In-text citation

- In-text citation formats are the same as earlier entries in this guide for journals with single to multiple authors.

Reference list

Template

Author's last name, Author's initials Year of publication, 'Article title', *Journal name*, Preprint, viewed date, DOI or <URL>.

Example

Loeffler, D & Zerbes, SL 2022, 'On the Bloch-Kato conjecture for the symmetric cube', *Journal of the European Mathematical Society*, Preprint, viewed 22 August 2022, <<https://ems.press/journals/jems/articles/6590505>>.

Perelman, G 2002, 'The entropy formula for the Ricci flow and its geometric applications', *ArXiv*, Preprint, viewed 22 August 2022, DOI: 10.48550/arXiv.math/0211159.

Books

Single Author

In-text citation

Paraphrase

Template

(Author's last name Year of publication)

Examples

Metcalf (2005) propounded the idea that the rate of human development as a society is affected by a multitude of factors.

The rate of human development as a society is affected by a multitude of factors (Metcalf 2005).

- When paraphrasing, you don't need to include page numbers in an in-text citation unless you have been told to cite them.

Direct quote

When fewer than 30 words are quoted

Template

(Author's last name Year of publication, p. Page number)

Examples

Metcalf (2005, p. 184) argues that "the Nuer of southern Sudan lacked any institutions of governance; no chiefs or councils of elders, no armies or law enforcement."

- Include the quote within the paragraph and include the specific page number/s to indicate where the words appear in the source.
- Use double quotation marks to show the exact words of the original source.

When 30 or more words are quoted

Examples

Much has been written about acute care. Finkelman (2006, p. 184), for example, points out that:

There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of the surgical service in 1 day or even a few hours. Recently, this trend has been seen in some Australian hospitals and research.

- Begin quoting the exact words from the source on a new line.
- Indent the quoted text 5 spaces (use the Indent tool to keep all lines of the quote evenly indented).
- Do not put the quote inside quotation marks.
- Include specific page number/s indicating where the words appear in the source.
- Use p. for a single page, e.g. (Metcalf 2005, p. 45) or pp. for a page range, e.g. (Metcalf 2005, pp. 34-36).

Reference list

Template

Author's last name, Author's initial/s Year of publication, *Book title*, Publisher, Location of publication.

or

Author's last name, Author's initial/s Year of publication, *Book title*, Edition number edn, Publisher, Location of publication.

- Author's initials include the first letter of the author's first name, and, if provided, the first letter of their middle name (e.g., Michael Smith = Smith, M or Michael John Smith = Smith, MJ).
- *Book title* must be italicised
- If you see that a book is a second or later edition, Edition number should be written using an ordinal number followed by edn, e.g. 3rd edn, as shown in the second template above.
- If a book is not a second or later edition, you do not need to put the Edition number information in the reference, as shown in the first template above.

Examples

Metcalf, P 2005, *Anthropology: the basics*, Routledge, Abingdon.

Hawking, S 1996, *A brief history of time*, 2nd edn, Bantam Dell Publishing, United Kingdom.

Finkelman, AW 2006, *Leadership and management in nursing*, Pearson Hall, Upper Saddle River, NJ.

Kiple, KF 2007, *A movable feast: ten millenia of food globalization*, Cambridge University Press, Cambridge.

Multiple Authors | 2-3 Authors

In-text citation

Paraphrase

Templates

(1st Author's last name & 2nd Author's last name Year of publication)

(1st Author's last name, 2nd Author's last name & 3rd Author's last name Year of publication)

- Unlike the reference list, which requires author/s initials, in-text citations use author/s last names only and do not include any initials.
- Place the authors' names in the order they appear in the book.

- Ampersands ('&') are used when the authors' names in an in-text citation are within brackets. However, if the authors' names are part of the sentence, use the word 'and', as shown in the examples below.

Examples

The migrant experience is one that is experienced by many (Savage, Bagnall & Longhurst 2005).

According to Savage, Bagnall and Longhurst (2005), the migrant experience is one that is experienced by many.

Direct quote

Templates

(1st Author's last name & 2nd Author's last name Year of publication, p. Page number)

Or

(1st Author's last name, 2nd Author's last name & 3rd Author's last name Year of publication, p. Page number)

- Unlike the reference list, which requires author/s initials, in-text citations use author/s last names only and do not include any initials.
- Ampersands ('&') are used when the authors' names in an in-text citation are within brackets. However, if the authors' names are part of the sentence, use the word 'and', as shown in the examples below.
- Include the specific page number/s to indicate where the words you have quoted appear in the source.
- Use double quotation marks to show the exact words of the original source.

Examples

"The experience of immigration can be difficult" (Savage, Bagnall & Longhurst 2005, p. 28).

or

Savage, Bagnall and Longhurst (2005, p. 28) argue that "the experience of immigration can be difficult".

Reference list

Templates

2 Authors

1st Author's last name, 1st Author's initial/s & 2nd Author's last name, 2nd Author's initial/s Year of publication, *Book title*, Publisher, Location of publication.

or

1st Author's last name, 1st Author's initial/s & 2nd Author's last name, 2nd Author's initial/s Year of publication, *Book title*, Edition number edn, Publisher, Location of publication.

3 Authors

1st Author's last name, 1st Author's initial/s, 2nd Author's last name, 2nd Author's initial/s & 3rd Author's last name, 3rd Author's initial/s Year of publication, *Book title*, Edition number edn, Publisher, Location of publication.

- 1st 2nd and 3rd authors refer to the order in which their names are printed on the book.
- Author's initials include the first letter of the author's first name, and, if provided, the first letter of their middle name (e.g., Michael Smith = Smith, M or Michael John Smith = Smith, MJ).
- *Book title* must be italicised
- If you see that a book is a second or later edition, Edition number should be included and written using an ordinal number followed by edn, e.g. 3rd edn, as shown in the second template above.
- If a book is not a second or later edition, you do not need to put the Edition number information in the reference, as shown in the first template above.

Examples

2 Authors

King, S & Straub, P 1984, *The Talisman*, Viking, New York.

Pratchett, T & Gaiman, N 1990, *Good omens*, Gollancz, London.

King, AS & McLalland J 1984, *Birds: their structure and function*, 3rd edn, Bailliere Tindall, UK.

3 Authors

Savage, M, Bagnall, G & Longhurst, B 2005, *Globalization and belonging*, SAGE, London.

Newton, I, Green, RE & Sutherland WJ 2004, *Bird ecology and conservation*, Oxford University Press, Oxford.

Multiple authors | more than three authors

In-text citation

Paraphrase

Template

(1st Author's last name et al. Year of publication)

- For in-text citations, list the last name of the first author followed by et al. (meaning 'and others').

Examples

Abnormal is not always rare (Kring et al. 2010).

or

According to Kring et al. (2010), abnormal is not always rare.

Direct quote

Template

(1st Author's last name et al. Year of publication, p. Page number)

- For in-text citations, list the last name of the first author followed by et al. (meaning 'and others').
- Include the specific page number/s to indicate where the words you have quoted appear in the source.
- Use double quotation marks to show the exact words of the original source.

Examples

Kring et al. (2010, p. 72) describes the theory as "optimum for children between ages four and seven".

or

"The theory of cognitive load is well-established" (Kring et al. 2010, p. 72).

Reference list

Template

1st Author's last name, 1st Author's initials, Nth Author's last name, Nth Author's initials & Final Author's last name, Final Author's initials Year of publication, *Book title*, Edition number edn, Publisher, Location of publication.

- Author names should follow the order in which they appear on the book (indicated in the template by 'Nth')
- Do not use et al. in the reference list. List all of the authors' names, as shown in the examples below.

Examples

Burrows, A, Parsons, A, Price, Gareth, Pilling, G & Holman, J 2009, *Chemistry3: Introducing Inorganic, Organic and Physical Chemistry*, Oxford University Press, UK.

Kring, A, Davison, GC, Neale, JM & Johnson, S 2010, *Abnormal psychology*, 11th edn, John Wiley & Sons, Hoboken, NJ.

Kandel, E, Schwartz, J, Jessel, T, Siegelbaum, S & Hudspeth, AJ 2012, *Principles of Neural Science*, 5th edn, McGraw Hill, New York.

Chapter in an edited book

In-text citation

An edited book is one that contains a collection of chapters by multiple authors on a particular topic. In contrast to a book by a single author, each chapter in an edited book should be referenced separately.

Paraphrase

Template

(Author's last name Year of publication)

- The name of the author/s of the chapter is used in the in-text citation.

Examples

Another demonstration of this is the numerous examples of tripling couplets in previously unused ways (Gray 2009).

or

Another demonstration of this is found in Gray's (2009) numerous examples of tripling couplets in previously unused ways.

Direct quote

Template

(Author's last name Year of publication, p. Page number)

- The name of the chapter author/s is used in the in-text citation.

Examples

Gray (2009, p. 75) concludes that "Milton was one of the greatest writers of his time".

or

"Milton was one of the greatest writers of his time" (Gray 2009, p. 75).

- Include the specific page number/s to indicate where the words you have quoted appear in the source.
- Use double quotation marks to show the exact words of the original source.

Reference list

Template

Author's last name, Author's initial/s Year of publication, 'Chapter title', in Editor/s initials last name (ed.), *Book title*, edition number edn, Publisher, Location of publication, pp. Page numbers.

- Put the title of the chapter in 'single quotes'.
- Do not italicise the chapter title.
- In the Reference list include the editor's name/editors' names with initials first then family name, as shown in the example below.
- Put (ed.), for a single editor or (eds), for multiple editors followed by a comma.
- The pages of the chapter are added after the publication details.
- Referencing conventions for additional editors are the same as for additional authors (see multiple authors resource).

Examples

Gray, E 2009, 'The hair of Milton: historicism and literary history', in DW Davies (ed.), *Romanticism, history, historicism: essays on an orthodoxy*, Routledge, New York, pp. 32-42.

Heath, P 2005, 'The Achilles Myth', in HA Motenburg (ed.), *Stoicisms in Early Greek Myth and Legend*, Cambridge, United Kingdom, pp. 12-27.

Naremore, J 2004, 'Authorship', in T Miller & R Stam (eds), *A companion to film theory*, Blackwell Publishing, Malden, Massachusetts, pp. 9-24.

Corporate author (when the author is also the publisher)

In-text citation

Paraphrase

Template

(Publisher's name Year of publication)

Example

Environmental awareness will inevitably lead to a better world (Deni Green Consulting Services 2008).

Direct quote

Template

(Publisher's name Year of publication, p. Page number)

Examples

"Ammonia levels in the surveyed areas were at unusually high levels" (Deni Green Consulting Services 2008, p.56).

Reference list

Template

Publisher's name Year of publication, *Book title*, edition number edn, Publisher, Location of publication.

- Where the publisher is also regarded as the author, if appropriate you can use an acronym in place of the full name of the publisher.
 - E.g., Deni Green Consulting Services can be abbreviated to D.G.C.S.

Examples

Deni Green Consulting Services 2008, *Capital idea: realising value from environmental and social performance*, D.G.C.S., North Carlton, Victoria.

NSW Avicultural Society 2002, *Catalogue of Common Birds within Greater NSW*, NSW Avicultural Society, Tamworth, NSW.

Ebook

- For online dictionaries and encyclopaedias, please see the entry in this guide for Encyclopaedias and Dictionaries
 - For other eBooks, in-text citation and reference list entries are done in the same way as for printed books. Please refer to the relevant Book section for information.
-

Edited book

- Only include the names of the editor(s) of an edited book in an in-text citation if you're citing the edited book as a whole rather than referring to a particular chapter or essay in the book.
- Likewise, only include the edited book as a standalone entry in the reference list if you have cited the editor(s) in-text.

In-text citation

Paraphrase

Template

(ed. Editor's last name Year of publication)

- For multiple editors use 'eds' (without a full stop) instead of 'ed.'
- Write 'ed.' and 'eds' in lower case letters.

Examples

According to McGrew and Poku (eds 2007) there are many contributors to globalisation.

Hinduism is one of the most popular religions in the current age (Flood ed. 2003).

Direct quote

Template

(ed. Editor's last name Year of publication, p. Page number)

- For multiple editors use 'eds' (no full stop) instead of 'ed.'
- Write 'ed.' and 'eds' in lower case letters.
- Include the specific page number/s to indicate where the words you have quoted appear in the source.

- Use double quotation marks to show the exact words of the original source.

Examples

"Human security is an essential focus of policy" (eds McGrew & Poku 2007, p. 8).

According to Flood (ed. 2003, p. 5), "Hinduism is not defined by one set of rules or text".

Reference list

Template

Editor's last name, Editor's initials (ed.) Year of publication, *Book title*, Edition number edn, Publisher, Location of publication.

- Use the abbreviation 'ed.' (with full stop) for a single editor and 'eds' (no full stop) for more than one editor.
- Use the abbreviation edn (no full stop) for edition.
- Write ed., eds and edn in lower case letters.

Example

McGrew, A & Poku, NK (eds) 2007, *Globalization, development and human security*, Polity, Cambridge, UK.

Flood, G (ed.) 2003, *The Blackwell companion to Hinduism*, Blackwell, Oxford.

Multiple works by the same author (in different years)

In-text citation

Paraphrase

Template

(Author's last name, Earlier publication date; Later publication date)

- Use this template if citing two works by the same author with different publication dates to paraphrase similar points.
- Arrange the dates in the in-text citation in chronological order starting with the earliest date first.

Examples

Dyer (2009, 2013) reported that leadership and communication is essential for effective communication within a team setting.

or

Leadership and communication are very intertwined concepts (Dyer 2009, 2013).

Reference list

- Order reference list of work by the same author in chronological order with earlier works first, as shown in the examples below.

Dyer, J 2009, *The business communication handbook*, 8th edn, Pearson, Frenchs Forest, NSW.

Dyer, J 2013, *Communication for business and the professions: strategies and skills*, 5th edn, Pearson, Frenchs Forest, NSW.

Multiple works by the same author, same year

This section applies when multiple works have been published by the same author or same group of authors in the same year.

- If an author (or identical set of authors) has published more than one work in the same year, you need to make it clear in the in-text citation which work is being cited.
- To do this, a lower-case letter (a, b, c etc) is added to the year of publication in both the in-text citation and the reference list entry for each work, e.g., 2005a, 2005b etc.
- To decide which book is Year a, Year b etc, use the first letter of the title of the work to arrange them according to title alphabetical order:
 - e.g., for two books by the same author published in 2005 titled *Study of eggs* and *Horse racing etiquette*, *Horse racing etiquette* would be 2005a as and *Study of eggs* would be 2005b because H (for Horse) is closer to the start of the alphabet than S (for Study).

In-text citation

Paraphrase

Template

(Author's last name, Year of publication a)

Examples

Manne (2005b) argued that the corporate media power is exceeding acceptable levels.

or

Manne (2005a, 2005b) argued that popular newspapers often report without bias.

Direct quote

Template

(Author's last name, Year of publication a, p. Page number)

Example

"In the last 10 years Australia has experienced a number of incidents"
(Manne 2005a, p. 1).

Reference list

Template

Author's last name, Author's initials Year of publication Alphabetically ordered lower case letter, *Book title*, Edition number edn, Publisher, Location of publication.

- In the reference list place the lower case letter directly after the date (without a space between them).

Example

Manne, R (ed.) 2005a, *Do not disturb: is the media failing Australia?*, Black Inc., Melbourne.

Manne, R 2005b, *Left right left: political essays 1977-2005*, Black Inc., Melbourne.

No author or editor

- Italicise the title in the in-text citation as well as in the reference list.

In-text citation

Paraphrase

Template

(*Title of book* Year of publication)

Examples

It is claimed that major negative events to the nest can cause increased levels of agitation for a considerable time after (*The life of insects* 1979).

or

In *The life of insects* (1979) it is claimed that major negative events to the nest can cause increased levels of agitation for a considerable time after.

Direct quote

Template

(*Title of book* Year of publication, p. number)

Examples

“Ant behaviour patterns are mostly predictable under controlled conditions” (*The life of insects* 1979, p. 23).

Reference list

Template

Book title Year of publication, Edition number edn, Publisher, Location of publication.

- List the item alphabetically in the reference list by the title.

Example

The life of insects 1979, Silver Burdett Co., Morristown, NJ.

As the crow flies 2013, Puffin Publishing, Faroe Islands.

No date of publication

- If there is no date use ‘n.d.’.

- If there is an approximate date use 'c.' (this means 'circa' – Latin for 'around/about').

In-text citation

Paraphrase

Template

(Author's last name n.d.)

Or if an approximate date is known:

(Author's last name c. Year of publication)

Example

This is emphasised by Seah (n.d.) when she states the importance of continual digital evolution.

This is emphasised by Seah (c. 2005) when she states the importance of continual digital evolution.

Direct quote

Template

(Author's last name n.d., p. number)

Or if an approximate date is known:

(Author's last name c. Year of publication, p. number)

Examples

"Digital evolution is key to increasing automation and workplace efficiency" (Seah n.d., p.23).

"Digital evolution is key to increasing automation and workplace efficiency" (Seah c.2005, p.23).

Reference list

Template

- Use the same reference list template for books with the relevant number of authors but changing only the Year published section

Examples

Seah, R n.d., *Micro-computer applications*, Microsoft Press, Redmond, Washington.

Seah, R c.2005, *Micro-computer applications*, Microsoft Press, Redmond, Washington.

Second or later edition

Reference list

- When citing a later edition of a book you only need to add the edition number followed by “edn” after the book title.
- In text citations are exactly the same as other books.

Template

Author’s last name, Author’s initials Year of publication, *Book title*, Edition number edn, Publisher, Location of publication.

- If you see that a book is a second or later edition, Edition number should be written using an ordinal number followed by edn, e.g. 3rd edn, as shown in the second template above.
- If a book is not a second or later edition, you do not need to put the Edition number information in the reference, as shown in the first template above.

Examples

Killen, R 2009, *Effective teaching strategies: lessons from research and practice*, 5th edn, Cengage Learning, South Melbourne.

Popinsky, I 2000, *Mechanical basics for automotive engineering*, 15th edn, Pearson, California.

Translated work

In-text citation

Paraphrase

Template

(Author’s last name Year published)

- Cite the author not the translator of the book in the in-text citation.

Example

Nietzsche (1956) argues that it is the imperative of all people to achieve their own personal greatness.

Direct quote

Template

(Author's last name Year published, p. Page number)

- Cite the author, not the translator of the book in the in-text citation.

Example

"Morality is an ever-evolving presence" (Nietzsche 1956, p. 27).

Reference list

- Give acknowledgement to the translator after the title.

Template

Author's last name, Author's initials Year of publication, *Book title*, trans.
Translator first name initial Translator last name, Publisher, Location
of publication.

- The abbreviation 'trans.' should appear before the translator's name.
- When the role of a translator is acknowledged, the translator's initials come before the translator's last name.
- This format also applies to compilers, editors and revisers of a book, using the respective abbreviations: comp./comps (compiler/compilers ed./eds (editor/editors) or rev. (revisers).

Example

Nietzsche, FW 1956, *The birth of tragedy: and, The genealogy of morals*, trans. F Golfing, Doubleday, Garden City, New York.

Coelho, P 2014, *The alchemist*, trans. AR Clarke, HarperOne, California.

Online Sources

Website or a document from a website

In-text citation

- If there is no author begin the reference with the title of the document
- Include page numbers in-text if it is a long document
- Use n.d. if there is no date

- Unless expressly permitted to do so, you must not use work or text generated by an artificial intelligence (AI) tool. If you are permitted to use an AI tool for this purpose, you must include proper acknowledgement. Until formal guidelines are in place, please use the Software and Apps referencing and citing conventions to acknowledge such use of an AI tool.

Paraphrase

Template

(Author's last name Year published)

Examples

The Australian Chamber of Commerce and Industry (2010) found that more Australian youth are unable to find work in 2010 than in 2008.

People often don't know the correct usage of 'effect' and 'affect' (Merriam-Webster 2022).

Direct quote

Template

(Author's last name Year published p. number)

Examples

Following the intensification of the GFC, the economy has weakened markedly" (Australian Chamber of Commerce and Industry 2010, p. 5)

"Affect and effect are two of the most commonly confused words in English" (Merriam-Webster 2022)

Reference list

Template

For website:

Author's last name, Author's initials Year site created or edited, *Website name*, Publisher, viewed day month year, <URL>.

Or

For Online document

Author's last name, Author's Initial Year of publication, *Document title*, Publisher, viewed day month year, <URL>.

Examples

Australian Chamber of Commerce and Industry 2010, *Issues Paper Youth Employment*, Australian Chamber of Commerce and Industry, viewed 15 December 2010, <http://www.acci.asn.au/text_files/issues_papers/2010/Youth%20Emp%20Paper%20May%202010_final.pdf>.

Oliver, M 2018, *The Story of Tarrare*, all that's interesting, viewed 29 November 2021, <<https://allthatsinteresting.com/tarrare>>.

Merriam-Webster 2022, *Commonly confused: 'Affect' vs. 'Effect'*, viewed 4 August 2022, <<https://www.merriam-webster.com/words-at-play/affect-vs-effect-usage-difference>>.

Blogs

- Blogs are distinguished from other online sources by the fact that they are often updated and usually focus on a specific or general topic and often be opinion or personality based
- If no proper name is given, the author's username may be used instead
- If the author puts multiple posts up on the same day, include the time the entry was posted. e.g., 12 November 13:53
- If you are referencing a comment from a weblog, use the name of the commenter instead of the author of the weblog post and use 'weblog comment' instead of 'web log post' for format. Include the exact title (Including 'Re:' if used)
- If you are using the whole blog and not an individual post, do not include the Blog Post Title and change the format to weblog

In-text citation

Paraphrase

Template

(Author's last name Year published)

Example

Henderson's weblog post (2010) covers how the meaning of the word conspiracy has changed to mean self-dealing

Direct quote

Template

(Author's last name Year published, p. Page number)

Example

"The whole idea of a conspiracy is that it takes two or more people conspiring" (Henderson 2010)

Reference list

Template

For entire blog:

Author's last name, Author's initials Year, *Blog name*, format, viewed Day Month Year, <URL>.

For blog post:

Author's last name, Author's initials Year, 'Title of Blog post', *Blog name*, format, viewed Day Month Year, <URL>.

Example

Henderson, D 2010, '*Has the word 'conspiracy' lost its meaning?*', *Library of Economics and Liberty*, weblog post, 13 December, viewed 21 December 2010, <http://econlog.econlib.org/archives/2010/12/has_the_word_co.html>.

Brunning, A 2021, *Compound Interest Chemistry Blog*, blog, viewed 18 November 2021, <<https://www.compoundchem.com>>.

Podcast/Vodcast

In-text citation

- If the podcast has no recognisable author, start with the title and put the year after the title and then use the title in the In-text citation.

Paraphrase

Template

(Author's last name Year published)

Example

This podcast show is about who owns the fish and the ocean (Finn & Norman 2010)

Direct quote

Template

(Author's last name Year published, start time of quote – end time of quote)

Example

"while the octopus was carrying the coconut, it was actually of no benefit to it", Julian Finn and Mark Norman explain on the La Trobe University Podcast (2010, 12:31-12:42)

Reference list

Template

Author or presenter's Last Name, Author or presenter's initials Year published, *Title of Podcast*, format, Day Month published, viewed Day Month Year, <URL>.

Example

Finn, J & Norman, M 2010, *Have coconut, will travel*, vodcast, 23 April, La Trobe University, viewed 10 January 2011, <<http://www.latrobe.edu.au/news/videos/octopus-coconut>>.

Zuckerman, W 2021, *Chronic Pain: Can Our Brains Fix It?*, podcast, 28 October, viewed 30 October, <<https://open.spotify.com/episode/1egw1snBfkeACYwOFsEjes?si=02825f0e94844fab>>.

Social media

- It is important to consider whether a social media post is an appropriate reference for academic submission. Examples of appropriate uses include Examples of opinions, history of opinions etc. Social media posts inherently lack peer-review, and such should not be cited as evidence of factual understanding
- Before using a reference from social media make sure it is appropriate for academic work

- If no proper name is given, use the username

In-text citation

Paraphrase

Template

(Author's last name Year published)

Example

The Office of The Prime Minister (2010) updated their Julia Gillard Facebook page on 13 Jan

Direct quote

Template

(Author's last name Year published)

Example

The BP Parody account created on Twitter, notes "[c]atastrophe is a strong word, let's all agree to call it a whoopsie daisy" (BP Public Relations 2010)

Reference list

- As tweets and status updates do not have titles, use the first few words of the message as a title

Template

Author's last name, Author's initials Year, *Title*, platform, viewed Day Month, <URL>.

Example

Gillard, J 2021, *Helen Clark was the 37th Prime Minister*, Facebook, viewed 18 November, <<https://www.facebook.com/juliagillard>>.

Macron, E 2021, *Un enfant ne peut*, twitter, viewed 17 November, <<https://twitter.com/emmanuelmacron>>.

Social media

- See Newspapers, Magazines & Periodicals: Online article
-

Newspapers, Magazines & Periodicals

Article with one or more authors

In-text citation

Paraphrase

Template

(Author's last name Year of publication)

Example

Crowe (2015) compares inclusion of media teams to Tony Abbott's visit to Baghdad with previous prime ministerial visits to Iraq and Afghanistan.

Direct quote

Template

(Author's last name Year of publication, p. Page number)

Example

"In a break with tradition, the Prime Minister's office supplied video footage of the visit taken" (Crowe 2015, p. 7).

Reference list

- For articles with more than one author, list the authors in order with *last name* first followed by their first name initial for each author – for example, 'Smith, S'.
- In a newspaper, the headline is the 'article title' which appears inside single quote marks.
- Include the date of publication (day month) of the source after the article title.
- The name of the publication is in *italics*.
- Include the page number/s of the article in the reference list entry.

Template

Author's last name, Author's initials Year of publication, 'Article title', *Name of publication*, Day Month, p./pp. Page number or page range.

Author A's last name, Author A's initials & Author B's last name, Author B's initials Year of publication, 'Article title', Name of publication, Day Month, p./pp. Page number or page range.

Example

Crowe, D 2015, 'Anger as media left grounded', *The Australian*, 06 January, p. 4.

Johnston, J & Wishart, I 2022, 'Where the rainforest flows', *Australian Geographic*, September-October, pp. 102-109.

Russel, PJ 2011, 'Australian Politics and the cost of a recession', *The Politician*, 12 February, pp. 12-7.

Thompson, A & Massola, J 2022, 'Reboot on the cards for complex test', *Sydney Morning Herald*, 31 August, p. 13.

Article with no author

- If there is no author name, provide the name of the publication, publication date and page number in the in-text citation.

In-text citation

Paraphrase

Template

(*Name of publication* Day Month Year, p. Page number)

Example

The report in *The Australian* (12 November 2010, p. 14) remarked Breaker Morant to be a shameful element of Australian history.

Direct quote

Template

(Name of newspaper/magazine Day Month Year, p. Page number)

Examples

"A British Ministry of Defence spokesman confirmed the significance of the case" (*The Australian* 12 November 2010, p. 14).

"Five people celebrated the today's festival" (*Weekender Now* 13 November 2012, p. 89).

Reference list

- Not required as all details are provided in-text.
-

Online article

In-text citation

Paraphrase

Template

(Author of article Year of publication)

Example

Gittens (2010) accuses Australia of being behind other countries' efforts to reduce carbon.

Direct quote

Template

(Author of article Year of publication, p. Page number)

Example

"China, for instance, is targeting multiple goals over 15 years" (Gittens 2010, pp. 15-7).

Reference list

- Add the URL and date viewed for articles found on a webpage

Template

Author's last name, Author's initials Year of publication, 'Article title', *Name of publication*, Day Month, viewed Day Month Year, <URL>.

Example

Gittins, R 2010, 'Suits us to be deluded on climate,' *The Age*, 17 November, viewed 6 December 2020, <<http://www.theage.com.au/environment/climate-change/suits-us-to-be-deluded-on-climate-20101117-17wyp.html>>.

Devis, D 2021, 'Crime-fighting algorithm to take up the battle against illegal drugs?', *Cosmos*, 16 November, viewed 17 November 2021, <<https://cosmosmagazine.com/technology/ai/crime-fighting-algorithm-to-take-up-the-battle-against-illegal-drugs/>>.

Government Publications

Australian Bureau of Statistics (ABS) Reports

- ABS = Australian Bureau of Statistics.
- Author will always be Australian Bureau of Statistics
- Abbreviate publisher to ABS
- Place of publication for ABS printed statistics is always Canberra

In-text citation

Paraphrase

Template

(Name of government organisation Publication year)

Example

According to the Australian Bureau of Statistics (2008) the median length of a marriage to separation is approximately 9 years

Direct quote

Template

(Name of government organisation Publication year, p. Page number)

- If a specific page is not available, exclude this from the citation.

Example

"The number of divorces has been decreasing each year after reaching a peak in 2001" (ABS 2008, p.23).

Reference list

- Year of publication is the year it is released not the date in the title
- Include the Catalogue number preceded by cat. no. (the number is part of the title on ABS publications)

Template

Name of government organisation Year of publication, *Title of publications*, cat. no. catalogue number, Publisher, Place of Publication, viewed Date Month Year, <URL>.

Examples

Print

Australian Bureau of Statistics 2008, *Divorces Australia* 2007, cat. no. 3307.0.55.001, ABS, Canberra.

Online

Australian Bureau of Statistics 2008, *Divorces Australia* 2007, cat. no. 3307.0.55.001, viewed 17 January 2011, <<http://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/3307.0.55.001Main+Features12007?OpenDocument>>.

Government department as author(s)

- It is common when referencing government publications to have the same group author and publisher
- If a committee has prepared the report for a government department or agency use the committee's name as the author, and the government department as the publisher

In-text citation

Paraphrase

Template

(Name of government organisation Publication year)

Example

Nuclear material is a key focus of interest for future energy production (International Atomic Energy Agency 2005)

Direct quote

Template

(Name of government organisation Publication year, p. Page number)

Example

According to the International Atomic Energy Agency "unauthorised movements of nuclear material" is illegal with severe consequences (Department of Foreign Affairs and Trade 2005, p. 12)

Long group author name

If the group author name is long and cited frequently abbreviate the name in the in-text citation e.g.

The international community has had success in encouraging countries to renounce nuclear weapons (DFAT 2010, p. 14)

Reference list

- In the reference list put in entries for both the full group author name and the abbreviated name.

Template

"Name of government organisation Year of publication, *Title of publications*, Publisher, Place of Publication, viewed Date Month Year, <URL>.

Examples

Department of Foreign Affairs and Trade 2005, *Weapons of mass destruction Australia's role in fighting proliferation : practical responses to new challenges*, Department of Foreign Affairs and Trade, Canberra.

Department of Foreign Affairs and Trade 2021, *Budget 2021-22*, Department of Foreign Affairs and Trade, Canberra.

DFAT - see Department of Foreign Affairs and Trade.

Government report (print & online)

- Often the author and the publisher are the same in Government publications
- Abbreviate long group names if being referred to often
- PDF documents look like the printed document and should contain all the publication details

In-text citation

Paraphrase

Template

(Name of government organisation Publication year)

Examples

In the Bringing them home report it highlights the strategy of permanently retaining children who were placed temporarily in respite accommodation (Human Rights and Equal Opportunity Commission, 1997)

Stress is a key factor contributing to poorer outcomes for mother and infant (FaHCSIA 2009)

Direct quote

Template

(Name of government organisation Publication year, p. Page number)

Examples

"Between 1887 and 1954 private welfare agencies and individuals were authorised to apprehend children (Human Rights and Equal Opportunity Commission 1997, p. 55)

"Eight events remain significantly associated with an increased likelihood of a mother experiencing high distress" (Department of Families, Housing, Community Services and Indigenous Affairs 2009, p. 36)

Reference list

- Put both the abbreviated and full form of the group author in the reference list
- Often online reports are the same as print, just add the date accessed and the URL after the publication details.

Template

Name of government organisation Year of publication, *Title of publications*, Publisher, Place of Publication, viewed Date Month Year, <URL>.

Examples

Print

Human Rights and Equal Opportunity Commission 1997, *Bringing them home: report of the national inquiry into the separation of Aboriginal and Torres Strait Islander children from their families*, Human Rights and Equal Opportunity Commission, Sydney.

Online

Department of Families, Housing, Community Services and Indigenous Affairs 2009, *Growing Up in Australia: the Longitudinal Study of Australian Children: 2008–09 Annual Report*, FaHCSIA, Canberra, viewed 12 December 2010, <http://fahcsia.gov.au/sa/families/pubs/lisac_report_2009/DocuDocum/LSAC_AR_08-09.pdf>.

FaHCSIA - see Department of Families, Housing, Community Services and Indigenous Affairs.

Parliamentary debates, Hansard (print & online)

- Parliamentary debates are referenced using the Jurisdiction (e.g., Australia or New South Wales) followed by the Chamber (e.g., House of Representatives or Senate for Commonwealth, and Legislative Assembly or Legislative Council for NSW)
- The title *Debates* is always in italics

In-text citation

Paraphrase

Template

(Government location, Name of government organisation Publication year)

Examples

Thwaites outlined the Government's plan for safe injecting facilities in the Second Reading Speech (Victoria, Legislative Assembly 2000)

OR

The Prime Minister Mr Howard (Australia, House of Representatives 2006) outlined his defence for the government's failure

Direct quote

Template

(Government location, Name of government organisation Publication year, p. number)

Example

The then Minister for Health, John Thwaites (Victoria, Legislative Assembly 2000, p. 2145) reveals that "The National and Victorian Drug Household Survey contained a number of indications"

OR

The Prime Minister, Mr Howard predicted that "in the foreseeable future nuclear power will have a significant role" (Australia, House of Representatives 2006, p. 41)

Reference list

Template

For online

Government location, Name of government organisation Year of publication, *Title of Debates*, viewed Date Month Year, <URL>.

For print

Government location, Name of government organisation Year of publication, *Title of Debates*, vol. volume number, p/pp. number.

Print

Victoria, Legislative Assembly 2000, *Debates*, vol. 447, pp. 2144-2149.

Online

- The volume number may not be available in the online versions

Australia, House of Representatives 2006, *Debates*, viewed 12 December 2010,

<http://parlinfo.aph.gov.au/parlInfo/genpdf/chamber/hansardr/2006-10-31/0034/hansard_frag.pdf;fileType%3Dapplication%2Fpdf>.

Parliamentary paper

In-text citation

- If a Commissioner or Chairperson is mentioned their name goes after the title in round brackets

Paraphrase

Template

(Government location, Name of government organisation Publication year)

Example

Underground cables significantly reduce the danger that bushfires pose (Victoria, Parliament 2010)

Direct quote

Template

(Government location, Name of government organisation Publication year, p Page. number)

Example

In the 2009 Victorian Bushfires Royal Commission it was acknowledged that "underground cable essentially eliminates bushfire risk associated with the provision of electricity" (Victoria, Parliament 2010, p.154)

Reference list

Template

Government location, Name of government organisation Year of publication, *Title of Parliamentary paper*, (Name of Commissioner/ Chairperson Initial. Last Name, position) Parl. Paper parliamentary paper number, vol. volume number, Publisher, Publishing Location.

Examples

Victoria, Parliament 2010, *2009 Victorian Bushfires Royal Commission*, (B. Teague, Chairperson) Parl. Paper 332, vol. 2, The Commission, Melbourne.

Canberra, Parliament 2020, *Royal Commission into National Natural Disaster Arrangements*.

Reports

Non-Governmental Organisations (NGO) and Industry Publications

In text citation

Paraphrase

Template

(Organisation name Year published)

- Organisation refers to the specific organisation E.g. UN Human Rights Council, International Money Fund, UN Industrial Development Organization etc.

Example

(United Nations Economics and Social Council, 1991)

Direct quote

Template

(Organisation name Year published, p. Page number)

Example

United Nations Economics and Social Council (1991, p.23) resolution indicated “a number a changes required in the next five years”.

Reference List

Template

Organisation name/ Author’s last name, Author’s initials Year published, *Report title*, series name, no. series number, Publisher, Publication Location.

Or for online source

Organisation name/ Author's last name, Author's initials Year published, *Report title*, series name, no. series number, Publisher, Publication Location, viewed on Day Month Year, <URL>.

Example

UN Economic and Social Council 1991, *Resolution 1991/38 Terms of Reference of the Commission on Narcotic Drugs Resumed First Regular Session of 1991*, 15th Session, viewed on 21 June, available at: <<http://daccess-dds-y.un.org/doc/RESOLUTION/GEN/NR0/696/36IMG/NR069636.pdf?OpenElement>>.

Oxfam 2020, *Annual Report 2019-20*, Oxfam, viewed 19 November 2021, <<https://oi-files-d8-prod.s3.eu-west-2.amazonaws.com/s3fs-public/2021-09/Oxfam%20International%20Annual%20Report%202019-20.pdf>>.

Legal Publications

Legal cases

- The following details are required for in-text and reference citations:
 - the name of the case
 - the year or volume number, or both
 - the page on which the report of the case begins
 - The name of the case is italicised.

In-text citation

Template

(*Title of Case*, (Year) volume number, Abbreviated reference series, Starting page)

Paraphrase

In the case of *Mabo v. Queensland (no. 2)* (1992) 175 CLR1, there a number of statements were read.

The case, *Jones v. Sherlock* (2009) NSWSC 246 showed that a number of inconsistencies were present.

In *Northern Sandblasting Pty Ltd v. Harris* (1997) 188 CLR 313 at 334 the High Court held that the landlord was in breach of a contractual duty of care owed to the tenants and to their family.

Direct quote

The judge in *R v Ramage* (2004) VSC 508 stated the "The Court cannot allow unannounced evidence".

Pinpoint Reference

- If you are referring to a particular page of the judgment, include a 'pinpoint reference' to the actual page in the in-text citation. Use the word 'at' instead of p

For pinpoint references (also known as units of division) where only specific divisions of are intended to be cited, this is written as below:

Section 2 of *Mabo v. Queensland* (no. 2) ...

Or

In ss. 2-5 of *Mabo v. Queensland* (no. 2) ...

Or

In s. 2 of *Mabo v. Queensland* (no. 2) ...

The abbreviations of s. for singular divisions or ss. for multiple division can be used in place of "Section" however, the abbreviations must not be used to start a sentence

Reference list

- The year is enclosed in parentheses. Square brackets are used when there is no volume number and the year is an integral part of the title, i.e., square brackets indicate that the Year of publication is the volume number
- Do not include URLs for cases found online

Template

Name of case (Year) Volume number, abbreviated reference series, Starting page.

Example

R v. Ramage (2004) VSC 508.

Chappel v Hart (1998) HCA 55.

Mabo v. Queensland (no. 2) (1992) 175 CLR1.

Jones v. Sherlock (2009) NSWSC 246.

Northern Sandblasting Pty Ltd v. Harris (1997) 188 CLR 313.

Legislation – Acts

- Legislation should be referenced as if in print even if viewed electronically
- If the name of the legislation begins with an article (e.g., a, an, the) do not omit the article in the citation

In-text citation

- Most legislation has a short formal title that can be used for citation purposes. The first In-text citation to an Act or Ordinance should cite the short formal title, in italics, exactly and in full
- In subsequent references the title can be shown in roman type (non-italicized) without the date

Template

(*Title of Act* Year of publication)

Or

(*Title of Act* Year of publication (jurisdiction abbreviation))

First In-text citation

In relation to action regarding unsuitable goods, s. 74B of the *Trade Practices Act 1974* states implied warranties are present in terms of a responsibility of quality product produced by the producer

Subsequent In-text citation/s

According to the Trade Practices Act 1974, a lack of quality is grounds for a refund of payment

Example of an act beginning with an article:

The Commonwealth's A New Tax System (Wine Equalisation Tax) Act 1999 makes provision for several possible scenarios.

Reference list

Template

Title of Act Date of publication (both title and date are italicised) (jurisdiction abbreviation).

Example

Trade Practices Act 1974 (Cth).

In above example Commonwealth is abbreviated to Cth

Foreign Affairs Act 2002 (NSW).

Legislation – Bills

- Bills before parliament are ‘unpublished’ and should be cited in roman type (i.e. normal type) not italics
- **Both the reference list and In-text citations are written the same**

In-text Citation

Template

(Bill title Year of publication (Jurisdiction Abbreviation))

Examples

In the Companion Animals Amendment Bill 2006 (NSW) there is provision for numerous additional examples and requirements.

Reference List

Template

Bill title Year of publication (Jurisdiction Abbreviation).

Example

Companion Animals Amendment Bill 2006 (NSW).

Aged Care Legislation Amendment (Financial Transparency) Bill 2020 (Cth).

Company Information

Company and Industry Reports

- Usually, a company report will have a corporate author (i.e., a company or organisation is named as the author) so when this is the case use the name of the company as the author in both the in-text citation and the reference list entry.
- If a person is named as the author of the company or industry report, use the author's name in both the in-text citation and the reference list entry.

In-text citation

Paraphrase

Template

(Author/Company name Year of publication)

Example

AGL (2019) argues that the trust of stakeholders is central to their progress.

Aravanis (2019) points out the market restrictions that regulation causes in the energy industry.

Direct quote

Template

(Author/Company name Year of publication, p. number)

Examples

"We recognise that, in the short term, progress means building trust with all stakeholders" (AGL 2019, p. 2).

"Regulation prevents firms from both retailing and distributing gas" (Aravanis 2019).

Reference list

Template

Author or organisation Year of publication, *Document title*, viewed day month year, DOI number or <URL>.

or

Author or organisation Year of publication, *Document title*, viewed day month year, retrieved from database.

- A DOI, or Digital Object Identifier, is a string of numbers, letters and symbols that uniquely identify an article or document and provide it with a permanent web address or URL.

Examples

AGL 2019, *AGL 2019 annual report*, viewed 23 August 2019,
<https://www.agl.com.au/-/media/aglmedia/documents/about-agl/investors/annual-reports/agl_annual_report_090819.pdf>.

Aravanis, J 2019, *IBISWorld industry report D2700 gas supply in Australia*, viewed 23 August 2019, retrieved from IBISWorld database.

Department of Primary Industries 2020, *NSW Primary Industries performance sata & insights 2020*, viewed 16 November 2021,
<<https://www.dpi.nsw.gov.au/about-us/publications/pdi/2020/macroeconomic-conditions>>.

Company profiles

- If the information source updates regularly, provide both the date viewed and the source (URL or DOI) of the document.

In-text citation

Paraphrase

Template

(Company name Year of publication)

Example

GlobalData (2018) points out that Wesfarmers Limited operates in different industry areas.

Direct quote

Template

(Company name Year of publication, p. number)

Example

“Wesfarmers Limited is a diversified company that has business operations in retail and industrial activities” (GlobalData 2018, p.2).

Reference list

Template

Author or organisation Year of publication, *Document title*, viewed day month year, <URL>.

or

Author or organisation Year of publication, *Document title*, viewed day month year, retrieved from database.

Examples

GlobalData 2018, *Wesfarmers ltd (WES) - financial and strategic SWOT analysis review*, viewed 23 August 2019, retrieved from ProQuest Central.

Credit Suisse 2015, *Company Profile 2015*, viewed 16 November 2021, <https://www.banktrack.org/download/160530_company_profile_2015_pdf/160530_company_profile_2015.pdf>.

GlobalData 2018, *Wesfarmers ltd (WES) - financial and strategic SWOT analysis review*, viewed 23 August 2019, retrieved from ProQuest Central.

Financial data

In-text citation

Paraphrase

Template

(Company name Year of publication)

Example

Morningstar Inc. (2019) financial data indicates Caltex has the highest operating revenue for Energy industry companies at 23rd August 2019.

Direct quote

Template

(Company name Year of publication, p. Page number)

Example

“Caltex operating revenue is \$21,542,137,000 as at 23rd August 2019”
(Morningstar Inc. 2019).

Reference list

Template

Author or organisation Year of publication, *Document title*, viewed day month year, <URL>.

or

Author or organisation Year of publication, *Document title*, viewed day month year, retrieved from database.

Examples

Morningstar Inc. 2019, *Annual profit and loss - operating revenue > 150000*, viewed 23 August 2019, retrieved from Morningstar Data Analysis Premium.

Westpac 2021, *2021 Annual Report*, viewed 16 November, <https://www.westpac.com.au/content/dam/public/wbc/documents/pdf/aw/ic/Annual_Report_2021_Final.pdf>.

Patents and standards

Patents

In-text citation

- Identifying elements such as patent numbers should be included
- If no individual author is available, a corporate author can be used in the In-text citation

Paraphrase

Template

(Author's last name Year published)

Examples

The particle trap design is engineered for speed and reliability
(Cookson 1985)

Direct quote

Template

(Author's last name Year published, p. Page number)

Examples

"Quality insulation in a perquisite for all aspects of the particle trap"
(Cookson 1985, p.7)

Reference list

- For patents the title may be more of a descriptive title rather than a formal title

Template

Author's last name, Author initials Year published, *Patent title*, patent number.

Example

Cookson, AH 1985, *Particle trap for compressed gas insulated transmission systems*, US Patent 4554399.

Mccallum, JM 2008, *Method for and composition of excipient suitable for use in herbal formulations and formulations derived therefrom*, Australian Patent AU 2008100919, viewed 8 December 2008, SciFinder Scholar.

Standards

In-text citation

Paraphrase

Template

(Author's last name Year published)

Example

Glass in buildings must be of sufficient strength to withstand both appropriate temperatures and vibrations (Standards Australia Online 2006)

Direct quote

Template

(Author's last name Year published, p. Page number)

Example

The rule from Standards Australia (2009, p. 23) is: "[a]n adhesive label must be of significant strength that the label will not fail to adhere under appropriate conditions"

Reference list

- For standards not retrieved from an electronic database, replace online database information with publisher information

Template

Author's last name, Author initials Year published, *Standard title*, standard number, Publisher, Publication Location

Example

Standards Australia 2009, *LP Gas fuel vessels for automotive use*, AS/NZS 3509:2009, Standards Australia, Sydney.

Standards Australia Online 2006, *Glass in buildings: selection and installations*, AS 1288-2006, amended 31 January 2008, viewed 19 May 2009, SAI Global Database.

Statistics and Data

Statistics

- If using statistics from a database, the title of the database is in italics.

In-text citation

Paraphrase

Template

(Author's last name/ Name of organisation Year published)

Example

(Australian Bureau of Statistics 2009)

- For subsequent use, you can abbreviate (ABS 2009)

Net sales in Australia for the year ending 2009 were \$4,404,000.00
(Coca-Cola Amatil Ltd: Company Factfile 2010)

Direct quote

Template

(Author's last name/ Name of organisation Year published, p. Page number)

Example

"A clear rise in company value was observed during the months of July to September (Coca-Cola Amatil Ltd: Company Factfile 2010, p. 15)

Reference list

Template

Author's last name, Author's Initial/ Name of organisation Year of publication, *Title of publications*, cat. no. catalogue number, Publisher, Place of Publication, viewed Date Month Year, <URL>.

Example

Australian Bureau of Statistics 2009, *Education and work, Australia, May 2009*, cat. no. 6227.0, ABS, Canberra, viewed 24 November 2009, <<http://www.abs.gov.au/ausstats/abs@.nsf/mf/6227.0?OpenDOpenDoc>>.

Coca-Cola Amatil Ltd: Company Factfile 2010, *Euromonitor Global Market Information Database*, viewed 20 March 2010, <<http://0-www.portal.euromonitor.com.alpha2.latrobe.edu.au/Portal/ResResultsL.aspx>>.

Figure, graph or table

- Any reproduced table, figure or graph must reference the original author and copyright holder

In-text citation

Template

(Author's last name/Name of organization Year published)

Example

The graph Divorces granted: Australia 1988 – 2007 (ABS 2008) illustrates a number of significant findings.

Reference list

- In the reference list, reference the source where the graph or table is located

Template

Author's last name, Author's Initial's/ Name of organisation Year of publication, Title of publications, cat. no. catalogue number, Publisher, Place of Publication, viewed Date Month Year, <URL>.

Or

Author's last name, Author's Initial's/ Name of government organisation Year of publication, Title of publications, cat. no. catalogue number, Publisher, Place of Publication.

Examples

Australian Bureau of Statistics 2021, Distribution of Household Income, Consumption and Wealth, cat. no. 5204.0.55.011, ABS, Canberra.

Australian Bureau of Statistics 2008, Divorces Australia 2007, cat. no. 3307.0.55.001, ABS, Canberra.

Encyclopedias and Dictionaries

Entry with author (print)

In-text citation

Paraphrase

Template

(Author's last name Year of publication)

Example

Smith (1993) observes that anarchy places states in a permanent position of rivalry with each other.

Direct quote

Template

(Author's last name Year of publication, p. number)

Example

"Anarchy is an inherently unregulated lack of government" (Smith 1993, p. 37).

Reference list

Template

Author's last name, Author's initials Year of publication, 'Entry title', *Name of dictionary/encyclopedia*, Publisher, Publisher Location.

Example

Smith, MJ 1993, 'Anarchy', in *The Oxford companion to the politics of the world*, J Krieger (ed.), Oxford University Press, New York.

Powers, L 2011, 'Studying', in *US encyclopedia of common academia*, K Munson (ed.), Harper Collins, New York.

Entry with no author (print)

- If no author's name is evident and a well-known source is being cited (for example *The Macquarie Dictionary*), you only need to provide an in-text

citation. You do not need to put an entry for the source into the reference list.

In-text citation

Template

(*Name of encyclopedia or dictionary* Year of publication)

- *Encyclopedia/Dictionary name* must be italicised

Example

The Macquarie dictionary (2005) defines a larrikin as a fun-loving, honest and cheeky person.

or

A larrikin is a fun-loving cheeky description usually assigned to Australians (*The new Encyclopedia Britannica* 1997).

Entry with or without authors (online)

- Online encyclopaedia or dictionary entries should be cited ***exactly the same way*** as print editions. Consult the previous section for guidance.
- Online sources usually don't include page numbers unless they are eBooks.

Reference list

- If you have used a dictionary or encyclopedia from a website include the viewed date and URL.

Template

With author

Author's last name, Author's initials, Year of publication, 'Entry title', *Name of dictionary/ encyclopedia*, Publisher, viewed Day Month Year, <URL>.

Without author

'Entry title' Year of publication, *Name of dictionary/ encyclopedia*, Year of publication, Publisher, viewed Day Month Year, <URL>.

Examples

'Achilles tendon' 2000, in *Dictionary of phrase and fable*, EC Brewer (ed.), Bartelby.com, viewed 30 November 2010, <<http://www.bartleby.com/81/139.html>>.

'flummox' 2021, in *Cambridge dictionary*, 2021, Cambridge University Press, viewed 25 November 2021, <<https://dictionary.cambridge.org/dictionary/english/flummox>>.

Entry with or without authors (database)

Entries from databases can be cited and referenced as for a printed publication.

Film, television, and online video

- Audio-visual media often does not have an identifiable author in the same way that written sources do. In these cases, the figure you should list as the author often has a different title. To identify which figure you should cite as the author, consult this list.
 - Film – list the *Director* as the author.
 - TV series – list the *Executive Producer(s)* as the author(s).
 - TV series episode – list the *Writer* and *Director* of the episode as the authors.
 - Webinar – list the *Instructor* as the author.
 - Online streaming video – list the *Person* or *Group* who uploaded the video as the author.

Film and Video

- The in-text citations for films DVDs, videos, television, and radio programs should contain the title (in italics) and date of production
- The key elements of a film or audio-visual reference are
 - Title (in italics)
 - Year of publication or release
 - Format (use motion picture for films; use video recording, CD-ROM, DVD, audio cassette, slide, or microform etc. for other audio-visual material)
 - Distributor (for films) or publisher
 - Place of recording or publication (for audio-visual material)

In-text citation

Paraphrase

Template

(*Title of film/ video* Year published)

OR

Title of film/ video (Year published)

Example

The art world is a constantly evolving society as portrayed in *About Jenny Holzer* (2011).

The scene, towards the end of the film, depicts numerous significant discoveries (*Alien Underworld* 2002).

Woody Allen in *Annie Hall* (1977) demonstrates the art of careful cinematography

Direct quote

Template

(*Title of film/ video* Year published)

OR

Title of film/ video (Year published)

Example

“If I take one more step, it’ll be the farthest away from home I’ve ever been.” (Jackson, 2001)

“I may not do everything great in my life, but I’m good at this” (Favreau, 2014)

Reference list

- Although you are likely to view most feature films (i.e. movies) as DVDs, you should still reference feature films with the format ‘motion picture’ rather than ‘DVD’
- Any special credits and other information that may be useful can be noted after the citation e.g. *Revolutionary road* 2009, DVD, Paramount Home Entertainment Australia, Abbotsford Vic., starring Leonardo Di Caprio and Kate Winslet

Template

Title of Film Year published, format, Publisher, Publisher Location.

Example

About Jenny Holzer 2011, DVD, Microcinema International, San Francisco, California.

Alien Underworld 2002, video recording, Tattooed Media and the Australian Film Finance Corporation, Australia, written & directed by Sonya Pemberton.

Annie Hall 1977, motion picture, MGM Home Entertainment, Santa Monica CA, directed by Woody Allen.

Television

- Place the Title in italics, and date of recording in the in-text citation
- If the program is part of a series put the episode title first followed by the series title in italics

In-text citation

Paraphrase

Template

(Title of TV program Year)

OR

Title of TV program (Year)

Example

A recent Four Corners episode highlighted the difficulties of caring for disabled family members (*Breaking Point* 2010)

When interviewed on 7.30 Report (2015) the Treasurer made significant statements.

Direct quote

Template

(Title of TV program Year)

OR

Title of TV program (Year)

Example

“Bey: You come at the king, you best not miss” (*The Wire* 2002)

Reference list

- Add the broadcast date after the publication details

Template

Title of TV program Year published, Format, Publisher, Publisher
Location.

Example

Breaking Point, Four Corners 2010, television program, Australian
Broadcasting Corporation, Australia, February 15.

7.30 Report 2015, television program, Australian Broadcasting
Corporation, Australia, 18 November.

Online video

In-text citation

Paraphrase

Template

(Author last name Year published)

Example

This video shows why you shouldn't just use Google when
researching for university assignments (LTULibrary 2010)

Direct quote

Template

(Author last name Year published, start time of quote – end time of
quote)

Example

"Googling is great and everybody does it but not for university assignments" (LTULibrary 2010, 0:13:018)

Reference list

Template

Author's last name, Author's Initial Year published, *Video title*, format, Publisher, Publication Location, viewed Day Month Year, <URL>.

Or if referencing from database (e.g., ClickView):

Author's last name, Author's Initial Year published, *Video title*, format, Publisher, Publication Location, viewed Day Month Year, <name of data base>.

Examples

LTULibrary 2010, *Why can't I just Google?*, online video, 9 February, La Trobe University, viewed 20 January 2011, <<http://www.youtube.com/watch?v=Bp-ZGFd5o5A>>.

CSIRO (Commonwealth Scientific and Industrial Research Organisation) 2009, *Making a difference*, online video, 25 May, CSIRO, Viewed December 9, 2010, <http://www.youtube.com/watch?v=t_1mip1iS70>.

Music

Music score

In-text citation

- If the Author is unknown, the Title can be used in its place for In-text citation

Paraphrase

Template

(Author Year of publication)

Or for a musical piece without an author:

(Music title Publication year)

Example

(Lutz 1864)

(Butterflies en masse 2013)

Sculthorpe's (Faber 1982) *Mountains* was composed for the Sydney International Piano Competition.

Direct quote

If you reproduce musical notation in your work, you must provide a caption and citation.

Reference list

Template

Author last name, Author initial Year of publication, *Title*, Publisher, Publisher Location.

Example

Sculthorpe, P 1982, 'Mountains', Faber, London.

Johann, K 1874, 'Waltz in C', on *3rd Cello Symphony*, Symphony, London.

Music score transcription

In-text citation

- If the Author is unknown, the Title can be used in its place for In-text citation

Paraphrase

Template

(Author last name, Author initials Year published)

Example

(Gyro 2012)

(My Funny Valentine 1960)

Berger's transcriptions contribute to the increasing jazz literacy of high school jazz bands (Ellington 2005)

Direct quote

If you reproduce musical notation in your work, you must provide a caption and citation.

Reference list

Template

Author last name, Author initials Year published, *Title*, Location of transcription, Publisher, Location of publication.

Example

Ellington, D 2005, *Purple Gazelle*, Jazz at Lincoln Center Library, Alfred Publishing, California.

Brown, JR 2012, *I'm in Bizness*, 54 Below, Sh-K-Boom Records, Inc, New York.

Edited music score or critical edition

- ed. Is used to denote a single editor
- eds (without a full stop) is used to denote multiple editors

In-text citation

Paraphrase

Template

(Editor's Last Name ed., Year of edited publication)

- ed. Is used to notate editor instead of author

Or

(First Editor's Last Name & Second Editor's Last Name eds, Year of edited publication)

- ed. Is used to notate editor instead of author

Example

van Beethoven's (Pauer ed., n.d.) concerto No 5 begins dramatically.

- n.d. for 'no date' for a particular edition

Direct quote

If you reproduce musical notation in your work, you must provide a caption and citation.

Reference list

Template

Editor's last name, editors' initials (ed.) Year published, *Title of original music score*, Publisher, Publishing Location.

Example

Pauer, M (ed.) n.d., *L van Beethoven: Concerto for piano and orchestra No.5, op.72*, Edition Peters, London.

Meincraft, N & Parkolv, J (eds) 2015, *4th Symphony: Ode to Vienna*, Vienna Publishing, Austria.

Music Performed by performer other than artist (or a specific performance by artist)

- If no artist is known, use the title in place of the artist

In-text citation

Paraphrase

Template

(Original Artist's last name Year of publication)

Example

(Flowers & Keuning 2003)

(Hisaishi & Kimura 2004)

Reference List:

Template

Original artist's last name, Original artist's initials Year original music published, *Title of music*, Name of performer, Date of performance, Location of performance.

Example

Flowers, B & Keuning, D 2003, *Mr. Brightside*, The Killers, 25 July 2021, Splendour in the Grass XR.

Hisaishi, J & Kimura, Y 2004, *Merry-Go-Round of Life*, Eminence Orchestra, 30th October 2005, Sydney Town Hall, NSW.

Music from an online source

In-text citation

Paraphrase

Template

(Original artist's last name Year of publication)

Examples

The Heart is a muscle is one of example of how Gang of Youths utilise stringed instruments as a centre focus of many of their recent album's songs (Le'aupepe 2017).

Absurdism is a key element to the humour of Gilbert's (2020) work.

Direct quote

Template

(Original artist's last name Year of publication, start time of quote – end time of quote)

Example

"The ninja is an advanced technique that should not be attempted by amateur dartsmiths" (Gilbert 2020, 0:36-0:42)

Reference List

Template

Artist's last name, Artists initials Year Music Published, *Title of Music*, viewed date, <URL>.

Example

Le'aupepe, D 2017, *The Heart Is a Muscle*, viewed 18 November 2021, <<https://www.youtube.com/watch?v=Y5OpvDdVtYU>>.

Gilbert, BD 2020, *it's time to get good at darts*, viewed 18 November 2021, <<https://www.youtube.com/watch?v=J3eotWvZv5c>>.

Theses and Conference Papers

Theses

In-text citation

Paraphrase

Template

(Author's last name Year of submission)

Example

Fiorentini (2016) developed a model predictive control strategy.

Direct quote

Template

(Author's last name Year of submission, p. number)

Example

A model predictive control strategy was developed to “optimise the selection of the optimal sequence of operating modes” (Fiorentini 2016, p. 218).

Reference list

- Only put the location if it is not obvious from the name of the institution e.g., La Trobe University, Bundoora. University of Wollongong would be enough on its own.
- A thesis is not usually a published work, so in most instances the title is not in italics, but is placed within single quote marks.
- If a thesis has been published, the title is placed in italics.
- Under format you should also state whether it is a PhD thesis, Master's thesis (eg MA, MPhil etc.) or Honours thesis.

Template

For an unpublished thesis:

Author's last name, Author's initials, 'Title of thesis', format, Institution, Location.

For a published thesis:

Author's last name, Author's initials, '*Title of thesis*', format, Institution, Location.

Example

Fiorentini, M 2016, 'Hybrid model predictive control of residential heating, ventilation and air conditioning systems with on-site energy generation and storage', PhD thesis, University of Wollongong.

Row, K 2019, 'Solid-state drive implementation to increase workplace efficiency within urban accounting companies', PhD thesis, Technical University of Arkansas, Arkansas.

Conference papers (published)

In-text citation

Paraphrase

Template

(Author's last name Year published)

Examples

Kift and Moody (2009) observe that first year students require an induction to academic conventions to engage with assessment.

It has been observed that first year students require an induction to academic conventions to engage with assessment (Kift & Moody 2009).

Direct quote

Template

(Author's last name Year published, p. Page number)

Examples

"To engage productively with assessment tasks, consistency is key" (Kift & Moody 2009, p. 45).

"To engage productively with assessment tasks, consistency is key", according to Kift and Moody (2009, p. 45).

Reference list

Template

Author's last name, Author's initial Year published, 'Title of paper', in *Name of conference*, Location of conference, Conference dates.

Examples

Wright, P 2002, 'An evaluation of proposed defence techniques in contemporary courtrooms' in *Annual Japanese Defence Attorney Conference*, Kyoto, Japan, 15-9 March.

If the conference paper is available online add the viewed date and URL after the place of publication. The name of the conference is put in italics.

Kift, S M, & Moody, KE 2009, 'Harnessing assessment and feedback in the first year to support learning success, engagement and retention', in *ATN Assessment Conference 2009 Proceedings*, RMIT University, Melbourne, 19 – 20 November, viewed 8 November 2010, <<http://emedia.rmit.edu.au/conferences/index.php/ATNAC/ATNAC09/paper/viewFile/96/15>>.

Conference papers (unpublished)

In-text citation

Paraphrase

Template

(Author Year published)

Examples

Tinto (2009) identifies his four main conditions for student retention.

Four main conditions for student retention have been identified (Tinto 2009).

Direct quote

Template

(Author Year published, p, Page number)

Examples

"Students are more likely to persist and graduate in settings that hold student support as a key focus" (Tinto 2009).

According to Tinto (2009) "Students are more likely to persist and graduate in settings that hold student support as a key focus."

Reference list

- Put the dates of the conference (the range of days and the month) after the place where the conference was held.
- Use the phrase “paper presented at” after the title of the paper and before the name of the conference.
- If the paper is not published, the name of the conference is not in italics.

Template

Author’s last name, Author’s initial Year published, ‘Title of paper’, paper presented at the Name of Conference, Location of conference, Conference dates.

Example

Tinto, V 2009, ‘Taking the student retention seriously: rethinking the first year at university’, paper presented at the FYE Curriculum Design Symposium, Queensland University of Technology, 5-6 February, viewed 12 December 2010, <http://www.fyecd2009.qut.edu.au/resources/SPE_VincentTintV_5Feb09.pdf>.

Robespierre, M 1793, ‘Rebuilding a nation after post-economic collapse’, paper presented at the People’s Progressive Politics Conference, Paris, France, 27-28 July.

Images and Artwork

Images and artwork (print)

- If you are citing an image from a printed source, reference the printed source as normal and use a page number in your in-text citation to indicate which page the image comes from.

In-text citation

Paraphrasing

Template

(Artist last name Year published, p. number)

- Use page number if the image is in a collection/art book. If it is a solo artwork page numbers are not required.

Example

Gormley’s (1984) *Angel of the North* is a significant landmark of north London.

A key example of impressionist artwork can be seen in Gaunt's work (1970, p. 17)

Reference list

Template

Artist last name, Artist initials Year published, *Artwork title*, Publisher, publishing location.

- Art can often be created independently of any publisher – such as the second example below – in these cases this information can be left out of the reference.

Examples

Gaunt, W 1970, *The impressionists*, Thames & Hudson, London.

Gormley, A 1988, *Angel of the North*, London.

Images and artwork (online)

In-text citation

Template

(Artist's last name Year published)

Example

In the image above (Jorgensen 2010), you can see vibrant colour usage.

Kamuro (2008) illustrates multiple subjects.

- When reproducing/including an image in your work, place the in-text citation immediately under the image, see examples below.

(*Sculpture by the sea – Elephant* 2009)

(Van Gough 1890)

Reference list

- For the format description, use 'Image' for photographs or graphics.

- Where the image is a photograph of an artwork, and the photographer has been specifically credited, note this after the title of the artwork.
- Where the photographer or artist is not known, start your reference with the title of the image.
- Where none of the usual details are known, i.e., artist/photographer, date, title of image, start with subject of the image.

Template

Artist last name, Artist initials Year published, *Artwork title*, format, Publisher, viewed Day Month Year, <URL>.

Example

Jorgensen, L 2010, *Lighthouse Freezes*, image, ABC News, viewed 17 December 2010, <<http://www.abc.net.au/news/photos/2010/12/17/3095885.htm>>.

Kamuro (2008) *Calmness*, image, Flickr viewed 30 June 2010, <<http://www.flickr.com/photos/kamuro/2624443012/in/poolysplip>>.

Sculpture by the sea – Elephant 2009, image, photographed by A. Wain, Flickr, viewed 4 February 2014, <http://www.flickr.com/photos/alex_wain/4091011517/>.

Maps

Maps (within a text e.g., atlas)

In-text citation

Template

(ed. Editor last name Year published, Map number)

Examples

Atlas (with editor)

The position of the new city is to be north of Melbourne (ed. Eales 2003, Map 36)

Atlas (without editor)

The position of the new city is to be north of Melbourne (The Jacaranda Atlas 2003, Map 36)

Reference list:

Template

Editor last name, Editor's Initial (ed.) Year published, *Text title*, edition number edn, Publisher, Publisher Location.

Example

Atlas (with editor)

Eales, S (ed.) 2003, *The Jacaranda atlas*, 3rd edn, John Wiley & Sons, Brisbane.

Atlas (without editor)

The Jacaranda atlas 2003, 3rd edn, John Wiley & Sons, Brisbane.

Maps (printed map)

In-text citation

Template

(Publisher name Year published)

Example

Motorways are indicated in this particular map (Ordnance Survey 2006)

Reference list

Template

Publisher Year of publication, *Title*, Series, Publisher, Place of publication.

Example

Ordnance Survey 2006, *Chester and North Wales*, Landranger series, Sheet 106, 1:50000, Ordnance Survey, Southampton.

Cartographers General Survey 2015, *Southern New South Wales*,
Royal Surveyors Series, Sheet 5, 1:75000, General Survey,
Sydney.

Maps (online)

In-text citation

Template

(Publisher name Year published)

Example

(Google Earth 2008)

Google Earth's (2021) map of Southern New South Wales demonstrates the increasing number of highway development when compared to maps from ten years earlier.

Reference list

Template

Publisher name Version Year published, *Title*, coordinates, elevation, Data set, viewed Day Month Year, <URL>.

Example

Google Earth 6.0 2008, *Hylands House and estates* 51°42'39.17"N, 0°26'11.30"W, elevation 60M, 3D Buildings data layer, viewed 31 August 2011, <<http://www.google.com/earth/index.html>>.

Google Earth 6.0 2021, *Edinburgh Castle* 55°94'N, 3°20' W, elevation 140M, viewed 19 November 2021, <<https://www.google.com/maps/place/Edinburgh,+UK/@55.9494973,-3.2050351,16z/data=!4m5!3m4!1s0x4887b800a5982623:0x64f2147b7ce71727!8m2!3d55.953252!4d-3.188267>>.

Plays, dance and poetry

In-text citation

Paraphrase

Template

(Author's last name Year published, act number, scene number)

Example

The character Nora eats macaroons (Ibsen 1995, act 1, scene 1)

Hamlet was very angry at his uncle for the acts committed in act one, scene 2 (Shakespeare, c. 1600)

Direct quote

Template

(Author's last name Year published, act number, scene number)

- References to plays and poetry are more precise if given in terms of acts, scenes, lines, verses, and so on

Example

"What, you egg! [He stabs him]" (Shakespeare, 1606, act 4, scene 2)

Reference list

Template

Author's last name, Author's Initial Year published, *Title*, Publisher, Publishing Location.

Or for a specific performance:

Author's last name, Author's initials Year of publication, Title, Performance location, Theatre company name, Performance type, viewed Day Month Year.

Examples

Ibsen, H 1995, *A doll's house*, trans. K McLeish, Cambridge University Press, Cambridge.

- 'trans.' Denotes a translator

Shakespeare, W c. 1600, *Hamlet*, Stratford-upon-Avon, Royal Shakespeare Company, Play, viewed 15 September 2008.

Other Sources

Media release

In-text citation

Paraphrase

Template

(Author's last name/ Organisation name Year published)

Example

Clearway changes were outlined in a release to the media (Baillieu 2010)

Direct quote

Template

(Author's last name/ Organisation name Year published, p. Page number)

Example

In a statement released to the media, "Labor's laws were driving small businesses to the wall," Mr Baillieu said (2010)

Reference list

- The description, 'media release', is inserted after the title of the media release
- If Author holds a state post, list position in brackets after Author details

Template

Author's last name, Author's Initial/ Organisation name Year published, *Title of Media*, format, date of Media Release Day Month, Publisher, Publisher Location, viewed Day Month Year, <URL>.

Examples

Bailieu, T (Premier, Minister for the Arts) 2010, *Coalition delivers for small business with clearways changes*, media release, 9 December, Premier of Victoria, viewed 15 December 2010, <http://www.premier.vic.gov.au/html/091210_001.html>.

To reference a print media release:

BHP 2021, *BHP approves Phase 1 of the Scarborough Project*, media release, 22 November, BHP limited, Melbourne.

Personal communication

- Personal communications include letters, emails, interviews etc
- Email addresses should never be cited without the permission of the owner of the address

In-text citation

- Put all the details of the email letter etc. in-text: Author (communicator) Year, format description, day month

Template

(Author's last name Year received, pers. comm., Day Month)

- "pers. comm." refers to personal communication

Examples

"This is correct to the best of knowledge" (Brown 2012, pers. comm., 3 July)

or

Professor Shickle (2008 pers. comm., 8 July) verified in an interview that the contents of the email were correct

Reference list

Template

Author's last name, Author's initials Year published, format, Day Month.

Example

Personal communications can take a number of forms and are not normally available for consultation except under special

circumstances. For this reason, they are not usually included in the reference list.

If a full citation is required, reference in the following way:

Brown, B 2012, email, 3 July.

Shickle, S 2008, interview, 24 November.

Course material

- Whilst course material can be considered reliable, it is not peer-reviewed and as such the cited references in the course materials should be used when available.

In-text citation

Paraphrase

Template

(Author Year published)

Example

Kinship is a centre of all communications (Lee 2010)

Direct quote

Template

(Author Year published, Page number)

- Note: list the page number if they are provided. You can consider the slide number in a Powerpoint presentation to be the same as the page number.

Example

"Socialisation into roles is a major impetus behind inequality" (Wallace 2010)

Reference list

- State the type of of course material after the title of the lecture
- You can use the subject code or the subject name

- Course material is unpublished, so the title is enclosed in single quotes not italics

Template

Author's last name, Author's Initial's Year published, 'Title of Material'
Material Format, Subject Code, Institution Name, viewed Day
Month Year.

Example

Wallace, P 2010, 'Gender & sexuality' PowerPoint slides, SOC1SAC,
La Trobe University, viewed 19 January 2011.

Lee, H 2010, 'Charting Kinship', lecture, ANT2KAM, La Trobe
University, delivered 5 August.

Leaflet or pamphlet

In-text citation

- Use the authorising body/publisher as the author OR use the title of the pamphlet/leaflet if there is no author
- Use the title of the pamphlet in-text if there is no author
- Use n.d. for no date
- Use c. if you can approximately date the document e.g., c. 1985

Paraphrase

Template

(Author's last name/ Organisation name Year published)

Example

In the leaflet distributed by the New State for North Queensland Movement (n.d.) it is evident that a notable number of Australian citizens want a new state in Northern Queensland.

Direct quote

Template

(Author's last name/ Organisation name Year published)

Example

"A new Northern Queensland state is ideal for the people and Australia for a number of reasons" (New State for North Queensland Movement n.d.)

Reference list

- Use the word "pamphlet" after the title

Template

Author's last name, Author's Initial/ Organisation name Year of publication, *Title of Pamphlet*, format, Publisher, Publisher Location.

Example

New State for North Queensland Movement n.d., *A New State for North Queensland : why ? how ? when?*, pamphlet, New State for North Queensland Movement, Townsville.

Guide Dogs 2021, *Our newest Therapy Dog heroes*, pamphlet, Sydney, NSW.

Primary sources and archives

- You need to be consistent with any specific requirements outlined by your Faculty; for example the UOW School of History Style Guide
- Whenever you cite archival material you should provide two essential pieces of information:
 - a description of the item AND
 - details of where it is located

The latter is required because archival material in most cases consists of unique, unpublished records which are available in only one place (unlike books or other published material held at more than one library)

- A typical archival citation should include the following details:
 - place identifier - where the records are held
 - agency name - the name of the person or organisation that created the records
 - record (ie. collection) series number, with record title and date range
- If you are referring to a specific item or range of items within that record series you should also include the:
 - individual item number, with item title description and date (if known)
- Unless expressly permitted to do so, you must not use work or text generated by an artificial intelligence (AI) tool. If you are permitted to use an AI tool for this purpose, you must include proper acknowledgement. Until formal guidelines are in place, please use the Software and Apps referencing and citing conventions to acknowledge such use of an AI tool.

Example of an Expanded archival citation

In a bibliography you should provide the full citation details for each archival record/collection you refer to in your essay etc. For example:

Wollongong University Archives: Francis McCaffrey; D92, Francis McCaffrey Collection, 1865-1932; D92/5, Notebooks.

Example of an Abbreviated archival citation

If you refer to the same citation more than once in your essay etc. you may abbreviate the citation the second time rather than write it again in full.

The abbreviation for the University of Wollongong Archives is NWUA (the N denotes 'New South Wales'), so the abbreviation for the above citation would be:

NWUA: McCaffrey; D92/5, Notebooks.

Other Examples

See the examples given in the following guides:

- National Archives of Australia guide to [Citing archival records](#)
- State Records NSW guide to [Citing State archives](#)
- Noel Butlin Archives Centre guide to [Citation of archives](#)

Software and Apps

- In-text give the proper name of the software and the version number.
- Quoting and paraphrasing outputs from software or apps requires an in-text reference and a reference list entry.
- If you used a website to create something like a survey, include the website name and address in-text but an entry for it in the reference list isn't required.
- Unless expressly permitted to do so, you must not use work or text generated by an artificial intelligence (AI) tool. If you are permitted to use an AI tool for this purpose, you must include proper acknowledgement. Until formal guidelines are in place, please use the software and apps referencing and citing conventions to acknowledge such use of an AI tool.

In-text citation

Paraphrase

Template

(Software name Year published)

Or

Software name (Year published)

Examples

Comprehensive Meta-Analysis (2014) advocates the effectiveness of the Comprehensive Meta-Analysis (Version 3.3.070) software.

Schlining and Jinks (2019) outline the updates and changes to the Mbari-media-management/vars-annotation: Vars-annotation 0.3.0 (Version 0.3.0) software.

Direct quote

Template

(Software name Year published)

Or

Software name (Year published)

Examples

Comprehensive Meta-Analysis (2014) suggests Comprehensive Meta-Analysis (Version 3.3.070) "is a powerful computer program for meta-analysis".

Schlining and Jinks (2019) state "this release is built for Java 11".

Reference list

- Reference entries are not required for standard software or programming languages (e.g., Microsoft Word or Excel, Java, Adobe Photoshop, or SPSS).

Template

Author AA, and Author BB (year) Title of software [computer software], version, Publisher Name or App Store, Place of Publication, accessed Day Month Year, <https://xxxx>.

Examples

Borenstein M, Hedges L, Higgins J, and Rothstein H (2014) Comprehensive meta-analysis [Computer software], version 3.3.070, Biostat, accessed 2 February 2023, <https://www.metaanalysis.com/>.

Schlining B, and Jinks E (2019) Mbari-media-management/vars-annotation: Vars-annotation 0.3.0 [Computer software], version 0.3.0, Zenodo, accessed 2 February 2023, <https://doi.org/10.5281/zenodo.3361742>.

OpenAI (2023) ChatGPT [Computer software], version Jan 30, OpenAI, accessed 2 February 2023, <https://chat.openai.com/chat>.